

June 21, 2007

Ms. Marlene H. Dortch, Secretary  
Federal Communications Commission  
445 12th Street, S.W.  
Washington, DC 20554

Mr. Jeremy Marcus, Chief  
Telecommunications Access Policy Division  
Wireline Competition Bureau  
Federal Communications Commission  
445 12th Street, S.W.  
Washington, DC 20554

**Ex Parte Filing on Schools and Libraries Program Information**

*In the Matter of Comprehensive Review of Universal Service Fund Management, Administration, and Oversight, WC Docket No. 05-195;*

*In the Matter of Federal-State Joint Board on Universal Service, CC Docket No. 96-45;*

*In the Matter of Schools and Libraries Universal Service Support Mechanism, CC Docket No. 02-6;*

*In the Matter of Changes to the Board of Directors of the National Exchange Carrier Association, Inc., CC Docket No. 97-21;*

*In the Matter of Rural Health Care Support Mechanism, WC Docket No. 02-60;*

*In the Matter of Lifeline and Link-Up, WC Docket No. 03-109;*

Dear Ms. Dortch and Mr. Marcus:

Pursuant to questions the Universal Service Administrative Company (USAC) has received from Federal Communications Commission (FCC) staff and in response to their request that this *ex parte* be submitted, below are USAC's responses to the questions posed.

I. List of USAC's outreach activities pertaining to the Schools and Libraries program during the last 12 months.

A. Applicant Training in preparation for Funding Year 2007:

1. USAC conducted seven one and a half day training sessions as follows:
  - a. September 7-8, 2006 in Washington, DC
  - b. September 12-13, 2006 in Boston, MA
  - c. September 20-21, 2006 in Seattle, WA
  - d. September 27-28, 2006 in St Louis, MO
  - e. October 3-4, 2006 in Atlanta, GA
  - f. October 11-12, 2006 in Houston, TX
  - g. October 19-20, 2006 in San Diego, CA
2. USAC held occasional conferences and videoconferences as listed below:
  - a. October 18, 2006 videoconference with the Pacific entities
  - b. November 9, 2006 presentation for state library coordinators
  - c. November 2006 booth at NSBA Teaching and Learning conference, Dallas, TX
  - d. April 26, 2007 presentation for state library coordinators
  - e. May 22, 2007 presentation to private schools and libraries in Puerto Rico
  - f. June 5, 2007 presentation to the Council of Great City Schools (large urban school districts)
  - g. June 20, 2007 presentation at the Access Native American conference (tribal schools)
  - h. June 2007 booth and forum presentation at the American Library Association annual conference

B. Service Provider Training

1. USAC conducted two one-day sessions as follows:
  - a. April 18, 2007 in Atlanta, GA
  - b. April 25, 2007 in Chicago, IL
2. USAC conducted occasional training as follows:
  - a. April 24, 2007 presentation to AT&T staff

C. Schools and Libraries News Brief

1. USAC issues a weekly Schools and Libraries News Brief to provide information on important USAC happenings, provide tips, to help stakeholders through the program processes, and other timely notices.
2. A complete list of News Briefs to date can be found at <http://www.usac.org/sl/tools/news-briefs/Default.aspx>

#### D. USAC Website

1. The USAC website contains postings of timely announcements and guidance documents at <http://www.usac.org/sl>

#### E. Conference Calls

1. USAC conducts conference calls with program stakeholders as follows:
  - a. State E-rate Coordinators' Alliance (SECA) – biweekly, ongoing
  - b. American Library Association E-rate Task Force – biweekly, ongoing
  - c. Council of Great City Schools – monthly, ongoing
  - d. Service providers – monthly, ongoing
  - e. Local Exchange Carriers – monthly, ongoing
  - f. Occasional video conferences with states and individual applicants as needed

#### F. Site Visits

1. USAC conducts site visits to SL program beneficiaries each month. This program contains an outreach component. Information about this program be found at <http://www.usac.org/sl/about/site-visits/default.aspx>
2. As part of this program, USAC also visits applicants that appear to need additional help in order to succeed in the program. This initiative is called the Helping Applicants to Succeed (HATS) program.

#### G. Outreach Materials

1. Annual Letter to the Field
2. Service Provider brochure
3. Program Overview brochure
4. Service Provider Do's and Don'ts
5. Program Overview – English and Spanish
6. Tip Sheets



7. Presentations given at Training Sessions
8. Training video of the 2006 Training for Success presentations
9. Annual Report

II. Following is the list of correspondence USAC sends to program participants:

#	Letter Name
1	Form 470 RNL -- Receipt Notification Letter
2	Form 471 RAL -- Receipt Acknowledgement Letter -- Applicant
3	Form 471 RAL -- Receipt Acknowledgement Letter - Service Provider
4	FCDL -- Funding Commitment Decision Letter -- Applicant
5	FCDL -- Funding Commitment Decision Letter -- Service Provider
6	RFCDL -- Revised Funding Commitment Decision Letter -- Applicant
7	RFCDL -- Revised Funding Commitment Decision Letter -- Service Provider
8	Form 486 Notification Letter - Applicant
9	Form 486 Notification Letter - Service Provider
10	Form 486 and Form 486 Certification Rejection Letter
11	Late Form 486 Reminder letter
12	Form 472 BEAR Notification Letter - Billed Entity Applicant Reimbursement Approval Letter -- Service Provider
13	Form 472 BEAR Notification Letter - Billed Entity Applicant Reimbursement Approval Letter -- Applicant
14	Quarterly E-Rate Payment Authorization Report
15	PIN Mailers -- Personal Identification Number
16	Form 471 Post Marked after Window Close
17	Form 471 Certification OOW Letter -- Certification postmarked outside of window
18	Forms 500 Notification Letter - Applicant
19	Forms 500 Notification Letter - Service Provider
20	Red Light Notice of Withholding of Action
21	Red Light Notice of Dismissal
22	Form 470 and Form 470 C Minimum Processing Rejection Letter
23	Form 471 and Form 471 C Minimum Processing Rejection Letter (both in & after window versions)
24	Form 471 FRN Rejection Letter (both in & after window versions)
25	Form 471 Acknowledgement of Cancellation Letter
26	Service Provider Invoice Return

#	Letter Name
27	Pre-Window Form 470/471 Return (470/471 submitted prior to window)
28	Form 486 MPS Rejection Letter
29	Form 486 Certification MPS Rejection Letter
30	Form 472 MPS Rejection Letter
31	Form 473 MPS Rejection Letter
32	Form 471 Filed in window without cert
33	Form 470 timely filed, no Form 471
34	Resource Deficiency Letter – operations group: PIA Selective Review
35	Item 25 Denial some information/ all information/no information Letter
36	Further Explanation of Administrator's Funding Decision Letter – operations group: USAC
37	Audit Non-Compliance Letter – operations group: USAC
38	Site Visit Notification/ Scheduling letters – operations group: USAC
39	Administrator's Appeal Acknowledgement Letter
40	Administrator's Decision on Appeal (ADL)
41	ADL – Administrator's Decision Letter Unappealable Event
42	ADL OW – Out of Window Administrator's Decision Letter
43	ADL Window Waiver – Administrator's Decision Letter
44	Administrator's Decision on Invoice Appeals
45	Administrator's Decision on Invoice Appeals partial approved/ denied in full/ dismissed
46	Administrator's Decision on Invoice Deadline Extension Request
47	Administrator's Decision on Invoice Deadline Extension Appeal
48	Administrator's Decision on Implementation Extension Appeal
49	COMAD CAL – Notification of Commitment Adjustment Letter
50	COMAD DPL – Commitment Adjustment Demand Payment Letter/2 <sup>nd</sup> Demand Payment Letter
51	COMAD Completion Letter - Commitment Adjustment Completion Letter
52	RIDF CAL - Reimbursement of Improperly Disbursed Funds Commitment Adjustment Letter
53	RIDF DPL - Reimbursement of Improperly Disbursed Funds Demand Payment Letter/2 <sup>nd</sup> Demand Payment Letter
54	RIDF Completion Letter - Reimbursement of Improperly Disbursed Funds Letter – Fund Recovery Completion
55	Invoice Deadline Extension approval/dismissal/denial letter
56	Implementation (Service Delivery) Extension approval/dismissal/denial letter
57	Good Samaritan approval (applicant and service provider) / dismissal / denial letter

#	Letter Name
58	BEAR (Billed Entity Applicant Reimbursement) Notification of Approved Payment of Good Samaritan BEAR
59	Dunning Demand Letter
60	Service Substitution approval/denial Letter
61	Service Provider initiated Service Substitution approval/denial Letter
62	Eligible Products Database submission
63	Katrina Two out of Five Waiver Decision Letter
64	FCDL Re-Mail Advisory – Returned Funding Commitment Decision Letter
65	Letter to the Field
66	Reminder Letters
67	Administrator's Decision on Waiver Request
68	Remand Acknowledgement Letter
69	Notice of Cancelled Form 486
70	Special letters to return forms or advise of decisions (e.g., first Form 486 Cancellation Letter for non-compliance of tech plan approval, certain form rejection letters approved by USAC)

III. Information about the number of disbursements USAC would make annually if Billed Entity Applicant Reimbursement (BEAR) Form<sup>1</sup> payments were made directly to applicants, and information about current invoice levels.

If USAC were to make BEAR disbursements directly to schools, libraries and consortia, we estimate that we would make 104,000 BEAR disbursements annually. In calendar year 2006, USAC made 16,055 individual BEAR disbursements to SL program service providers.

<sup>1</sup> See Universal Service for Schools and Libraries, Billed Entity Applicant Reimbursement Form, OMB 3060-0856 (October 1998) (FCC Form 472 or BEAR Form).

Ms. Dortch  
Mr. Marcus  
June 21, 2007  
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We would be pleased to provide you with additional information and to answer any questions you may have about this information.

Sincerely,

/s/

Richard Belden  
Chief Operating Officer